The meeting was called to order at 5:34 pm by Chair, Charles Touhey, with a quorum of Directors present.

1. **Public Comment**: None

2. **Approval of Minutes**: Minutes of the October 16, 2018 Board of Directors Meeting were approved as presented. (T. Curley/S. Wells)

3. **Financial Statements**: The monthly financial statements as of 10/30/2018 were reviewed and approved by the Finance Committee and provided to the Board. The Land Bank is expecting $250,000 from Albany County by the end of the calendar year. Albany County’s 2019 budget has another $250,000 allocation for the Land Bank. The Land Bank was awarded $2 million through the Attorney General’s Community Reinvestment Initiative grant. The grant application focused on demolitions, stabilizations, and building/lot clean-ups. The New York Land Bank Association’s state budget ask of $100 million for NYS Land Banks is still under consideration. Property sales are tracking a little slower than projected but there are a handful of properties with higher values that should improve numbers. ACLB has been looking at pricing for other insurance providers to see if there are any cost savings available.

4. **Adopting a Resolution to Approve the Sales of Multiple Properties**: Sales summaries include details for each property and have been submitted to local advisory groups as well as the Acquisition & Disposition sub-committee. During discussion, the Executive Director explained the review and approval process as well as the various resources like the Community Roundtable meetings to attendees. The Executive Director noted that there were 5 vacant lots and 8 buildings on the agenda for the Board’s approval. The sale at 43 Western Avenue, a lot in the town of Colonie, is contingent upon the approved applicant successfully purchasing the adjacent parcel. A motion to approve the sales of multiple properties passed unanimously (C. Spencer / T. Curley).

5. **Adopting a Resolution Authorizing the Acquisition of 1104 6th Avenue, Watervliet, NY 12189**: 1104 6th Avenue in Watervliet is a residential building offered to the Land Bank for sale
through the National Community Stabilization Trust’s NSI First Look program. The property is
in relatively good condition. The Board Chair asked how many properties ACLB has acquired
through NCST’s various programs. The Land Bank has acquired two other properties—a
vacant lot in the City of Albany and a residential building in the town of New Scotland. The
Board Chair noted that participating in the NCST acquisitions is a great opportunity to solve
for zombie properties. The motion was approved unanimously. (D. Traynham, S. Wells).

6. **Adopting a Resolution to Enter into a Grant Funding Agreement with Enterprise Community
Partners, Inc.:** The Land Bank was awarded $2 million in funds recovered by the NYS Office
of the Attorney General settlements. The maximum funding award was $2 million. These funds
will be administered through Enterprise Community Partners, Inc. The motion was approved

7. **Adopting a Resolution Approving the Filing of the 2017 IRS Form 990:** The 2017 IRS Form
990 must be submitted in December. A draft of the 990 was provided to Board Members for
review. There were no questions about the form or filing. The motion was approved

8. **Adopting a Resolution to Enter into a Contract for Water and Sewer Services with Jake
Burnett Excavating Co. Inc.:** Water/sewer terminations and repairs in connection with
demolitions that have been approved by the Planning Board or are in the midst of seeking
demolition approval from the Planning Board. The property on Elk Street is for repair. In the
event that sidewalks are removed for termination, the appropriate permits are obtained, and
the sidewalks are repaired.

9. **Adopting a Resolution to Enter into a Contract for Snow Removal Services with Kingdom
Services, LLC:** This year’s snow removal RFP also included pricing for salting sidewalks. The
RFP responses were more competitive in terms of pricing. Kingdom Services, LLC was one of
the contractors selected for snow removal based on pricing. ACLB staff monitor storms and
contractors must get approval from the office to begin removing snow. Contractors cannot
remove snow without prior approval. The Board Chair noted that it was great to have such
reliable contractors performing work for the Land Bank. The motion was approved
unanimously. (S. Wells, T. Curley).

10. **Adopting a Resolution to Enter into a Contract for Snow Removal Services with CKB Property
Care, LLC:** CKB Property Care, LLC was the other contractor selected for snow removal based
on prices submitted with their proposal. Given the size of the Land Bank’s inventory, two snow
removal contractors are needed to adequately address snow removal. The motion was
approved unanimously. (J. Collett, S. Wells).

11. **Adopting a Resolution to Enter into a Contract for Full Renovation Services for 95 Elizabeth
Street in Albany, NY with Baker Contracting:** 95 Elizabeth Street will be the final property
rehabbed under the Neighbors for Neighborhoods grant. Baker Contracting provided the
lowest bids to renovate the two-family home. This property will be subject to the N4N grant
requirements, so buyers must own two or fewer investment properties and agree to maintain
the property as affordable rentals for a period of 20 years, among other things. The motion
was approved unanimously. (T. Curley, D. Traynham).

12. **Adopting a Resolution to Enter into a Contract for Abatement and Demolition Services with
Dan’s Hauling and Demo, Inc. for 1293 Route 9W in the Town of Bethlehem:** The Land Bank
acquired the property in January 2017 and has not been able to sell it. The property is
surrounded by wetlands which makes it difficult to sell for new construction and similar uses. The building is getting worse and needs to be demolished. There is potential to use the property for conservancy. The Executive Director will be meeting with the Mohawk Hudson Land Conservancy to discuss partnership opportunities. The motion was approved unanimously (T. Curley, J. Collett).

13. Adopting a Resolution to Enter into a Contract for Construction Services at 308 First Street, Albany, NY with Baker Contracting: During a demolition at 308 First Street, a shared wall with the adjacent building was damage. There were change orders done to stabilize the shared wall and this new contract is to repair the wall of the remaining building. The motion was approved unanimously (T. Curley, J. Collett).

14. Adopting a Resolution to Enter into an Operating Agreement with ACLB Holdings, LLC: The NYS Land Bank law allows for LLCs to be formed by NYS land banks. This allows land banks to limit their liability when acquiring properties that may have more risk, such as potential environmental hazards. The LLC has the same powers as the parent company (land bank). In order to function, there must be an operating agreement between the parent company (ACLB) and the subsidiary (ACLB Holdings, LLC). The LLC will have the same tax-exempt status as the Land Bank. Several properties have been identified as potential acquisitions by the LLC. The LLC can provide access to additional funding opportunities such brownfield funding and other remediation funding sources. Under the law, the Land Bank can form as many LLC as necessary. The motion was approved unanimously. (S. Wells, C. Spencer).

15. Governance Update: Members of public authorities (board members) must take an oath of office and attest to be an officer of the Albany County Land Bank. Counsel will provide more information regarding when and how to take the oath of office to stay in compliance.

16. New Business: All board members must sign the Certificate of Incumbency in order for the Land Bank to receive the $2 million grant award administered by Enterprise Community Partners, Inc.

17. Executive Director Updates: The Land Bank has hired some new staff in reception and field operations. There are two new part-time receptionists to help with administrative work and one full-time field operations technician helping with property management activities. Our former housing services counselor has moved on from the Land Bank in pursuit of a graduate degree and more classic housing counseling.

18. Executive Session: None.

Adjournment
The meeting adjourned at 6:20 pm.

Respectfully submitted,

Charlotte O’Connor
Neighborhood Planning & Program Coordinator
Albany County Land Bank Corporation

Attested: ______________________
Secretary

Albany County Land Bank Minutes, November 2018